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Office Memorandum • UNITED STATES GOVERNMENT ED-7005

TO : Executive Officer

DATE: 28 July 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 30  
20 - 26 July 1955I. SIGNIFICANT ITEMS:

None

II. OTHER ACTIVITIES:

1. OTR Building Requirements - Presentation of OTR space requirements in the new building has been completed before the Sub-committee on Building Requirements. The Sub-committee has approved office space requirements with some modifications but withheld its approval of classroom space requirements pending guidance from the Steering Committee on the New Building with regard to the percent of Agency employees to be enrolled in training courses annually. The Sub-Committee will present this issue to the Steering Committee.

2. Instructional Techniques Course - [ ] and the ISB staff are conducting a course this week for three students from the DD/P who will have teaching responsibilities in pending re-assignments in the field. 25X1

3. LETS Book Collection - [ ] who has recently assumed duties concerned with the book collection at LETS, spent two days in the OTR Library familiarizing herself with the essentials of the Library systems. She was given instruction in the processes of ordering and circulating books, as well as in the CIA code system used to catalog books. Suggestions were made concerning filing systems and she was shown the LETS file and given instructions in filing the IBM cataloging cards. [ ] gave her a tour of the OCD Library and the Branch #2 Library in Alcott Hall. 25X1

## 4. Bibliographies -

a. The library prepared a bibliography of seventy-five (75) items on supervision and management for [ ] M/TR. The list included only items published during the 1954-55 period. It was not annotated. 25X1

b. Compilation of the bibliography on [ ] is continuing. 25X1

5. Catalog of Courses - Revisions, 1 August 1955, All Catalogs: processing continuing at Printing Services Division/LO; estimated completion

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date is now set for the first week in August; 175 copies of the Field Catalog will be forwarded to RI/PI for field distribution; remainder will be forwarded to ISB for local distribution.

6. Red Interpreter (Supplement) - 408 stencils have been forwarded to PSD/IO for the processing of 300 copies; estimated completion date not yet scheduled.

7. Political Readings in Russian - Processing of 100 copies continuing at PSD/IO; scheduled delivery date has not been set by Reproduction.

25X1

8. Tapes: - [redacted]  
tapes and transcriptions were returned to Chief, AF/OS, Monday, 25 July.

9. [redacted] - Typing of 39 legal-size pages (Part I) has been returned to instructor/Admin Procedures course; Part II has been received by E&R, and typing will begin Friday, 29 July.

25X1

10. CMT Course Material and Class Records - Additional stencils have been forwarded to this office, making a total of 64 stencils to be reproduced and collated in E&R by 10 August.

[redacted]

25X1

12. Training Aids Completed During Week -

- a. BOC/OCI: 2 Vu-Graph slides
- b. Intelligence Publications: 1 Chart
- c. Operations School HQ/CSR: 1 Chart

13. Thirty-seven lesson plans were received during the week.

14. Two overseas requests were received.

15. Films for [redacted] - No retention prints due; 29 loan films due; 6 loan films sent.

25X1

16. Attendance at Language Films - Portuguese 7/20 2; Russian 7/21 2; French 7/26 2.

17. [redacted] has transferred to the Supply Division/IO, effective Monday, 25 July.

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[redacted]

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